

PAC Absence Entry – Job Aid

Visit the [PAC Time and Absence](#) page for more information on HR related policies, processes and training.

Step 1: Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the **Submit Absence Requests** link in the PAC Time and Absence section on the page.

Step 2: Enter Absence Details

- Select the type of absence from the **Absence Name** drop down menu. Note any balance information that displays and ensure you have enough time for the absence.
- Enter the **Start and End Dates** for the Absence. If absence is for one-day, enter the same date in both the Start and End Date fields.
- If the request includes a partial day, select the appropriate option from the **Partial Days** dropdown menu. Enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.
- Click the **Calculate Duration** button. The duration of the absence displays and balance information updates (if applicable). Negative vacation or personal time balances appear in red.

A comment (optional) can be added to each time entry. Click the bubble icon in the comment column.

Absence Detail ?

*Start Date BY

End Date BY

Filter by Type

*Absence Name

Partial Days

Duration Days

Current Balance as of 03/31/2018 5.00 Days

Balance Through this Request 6.00 Days *

Balance at 06/30/2018 9.00 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Step 3: Submit the Absence Request

Click **Submit** to request the absence and send to your manager for approval or click **Save for Later** to submit it at a later date. Saved absences are submitted from the *Absence Request History* page.